

ADM-2.6

DDS&T-3635-67

13 SEP 1967

MEMORANDUM FOR: Chief, Certification and Liaison
Division, Office of Finance

SUBJECT: Increase in Scope of DDS&T Imprest
Fund Authority

REFERENCE: Your memorandum dated 5 May 1967,
Same subject

1. Per telephone conversation with [REDACTED] it has been requested that the scope of the DDS&T Imprest Fund be increased by a written memorandum to include various types of expenditures.

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2. It is therefore requested that the 'purpose' of the fund as stated in the reference be changed as follows:

a. That the fund be used for reimbursing DDS&T employees for miscellaneous expenses of the following types:

(1) Quick action purchase of supplies and equipment not readily available through routine support channels.

(2) Local transportation (i. e., taxis, busses, parking, etc.).

(3) Rental of post office boxes.

(4) Official long distance or other toll telephone calls.

(5) Postage and registry fees.

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(6) Operational entertainment and similar types of operational expenses as may be authorized by the appropriate approving officers.

(7) Other minor miscellaneous expenses as may be authorized by an approving officer.

b. That a continuing advance be authorized to the alternate custodian and that the fund may be used to make advances to employees, as approved by an authorized approving officer, for operational expenses and local travel not requiring a travel order.

3. All the other provisions of this Imprest Fund remain the same.

SIGNED

[REDACTED]
**Acting Executive Officer
Directorate of
Science and Technology**

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O/DDS&T/Compt/Budget Br [REDACTED]ldj/1844R (11 Sep 67)

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